



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
February 7, 2018

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Water Maintenance Foreperson
Department of Water & Water Supply
T&D

The Department of Water & Water Supply- T&D has one (1) vacancy for the position of **Water Maintenance Foreperson** at a rate of **\$23.99/hour @ 40 hours/week**. The schedule for this position is as follows:

Thursday - Monday: 7:30 a.m. to 3:30 p.m.

Applicants must meet the requirements as outlined in the attached job description. This is a non-competitive class Civil Service position.

Anyone who is interested in applying for this job should submit an application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to HR@albanyny.gov to be received in the office no later than 5:00 p.m. **Thursday, February 22, 2018.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
THURSDAY, FEBRUARY 22, 2018.
An Equal Opportunity/Affirmative Action Employer

WATER MAINTENANCE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class supervises and participates in the installation, maintenance and repair of water distribution systems, fixtures and equipment. This position involves responsibility for supervising and coordinating the work of various crews engaged in the installation, maintenance and repair of water mains, water services, hydrants, valves and other water system fixtures. The work is performed under direct supervision of the Water Maintenance Supervisor with some leeway over Equipment Operators I and II, Laborers and Water Maintenance Repair Workers. Employees in this class must be available at all times for emergency repairs to the water distribution system as well as daily participation.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises and helps coordinate the work of moderately-sized work crews engaged in the installation, maintenance and repair of water mains, water services, hydrants, valves and other system fixtures;
- Coordinates the activities assigned to the various crews;
- Tours work areas in order to check work both in progress and completed for conformance to Water Department standards;
- Supervises and participates in the caulking, installation, replacement and repair of mains, valves, hydrants and pipes;
- Supervises and performs the tapping of mains for the extension of consumer water fixtures;
- Reports on progress made by the various crews and takes steps to see that production standards are met and difficulties resolved;
- Investigates complaints pertaining to water stoppages or breaks in mains;
- Files daily reports pertaining to work projects, completion and time on job;
- Enters and retrieves information in an automated information system;
- Responds to emergency calls at any time, day or night;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the installation, repair and maintenance of water distribution fixtures and equipment;
- Good knowledge of the methods, tools, materials, equipment and terminology used in a water distribution system;
- Good knowledge of the component structures and fixtures of a water distribution system;

- Good knowledge of the hazards and safety precautions involved in the work;
- Good knowledge of personal computers and office equipment;
- Skill in the care and use of hand and air driven tools used in the work;
- Ability to supervise and coordinate the work of others;
- Ability to understand and follow moderately complex oral and written directions;
- Ability to prepare a variety of reports;
- Willingness to perform physical labor and work outdoors in all types of weather conditions;
- Good judgment;
- Reliability;
- Mental alertness;
- Manual dexterity;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years of satisfactory, full-time paid experience in the installation, maintenance and repair of a water distribution system, one (1) year of which shall have included supervising a crew engaged in such activities.

SPECIAL NOTE:

Eligibility for the appropriate class license issued by the New York State Motor Vehicle Department.

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Revised: 4/16/80
9/17/80
9/01
3/29/06